

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

August 9, 2011

**SUBJECT: ACTUAL FIELD TIME - DEFINED; GANG ENFORCEMENT
DETAIL - SUPERVISOR'S DAILY REPORT, FORM 15.49.00 -
REVISED; AND GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY
REPORT FIELD NOTEBOOK DIVIDER, FORM 18.49.01 - ACTIVATED**

EFFECTIVE: IMMEDIATELY

PURPOSE: In order to ensure accurate, proper and thorough
 completion of the Gang Enforcement Detail -
Supervisor's Daily Report, Form 15.49.00, the form has been
revised to document actual field time rather than available field
time. This Order defines actual field time, revises the Gang
Enforcement Detail - Supervisor's Daily Report, and activates the
Gang Enforcement Detail - Supervisor's Daily Report Field
Notebook Divider, Form 18.49.01.

PROCEDURE:

- I. ACTUAL FIELD TIME - DEFINED.** Actual field time, as it shall be documented on the Gang Enforcement Detail - Supervisor's Daily Report (GED-SDR), is defined as:
 - * Time spent in the field when the supervisor's unit status shows clear;
 - * Time spent in the field monitoring and/or responding to Gang Enforcement Detail (GED) or Community Law Enforcement and Recovery (CLEAR) Program operations; and,
 - * Time spent in the field performing proactive supervisory duties.
- II. GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY REPORT, FORM 15.49.00 - REVISED.** The GED-SDR has been revised. The "Available Field Time" box has been revised to state "Actual Field Time." The definition of actual field time has been added to the form.
 - A. Use of Form.** The use of this form has not changed.
 - B. Completion.** The "Actual Field Time" box shall indicate the total amount of actual field time. The remainder of the completion procedures has not changed.
 - C. Distribution.** The distribution of this form has not changed.

August 9, 2011

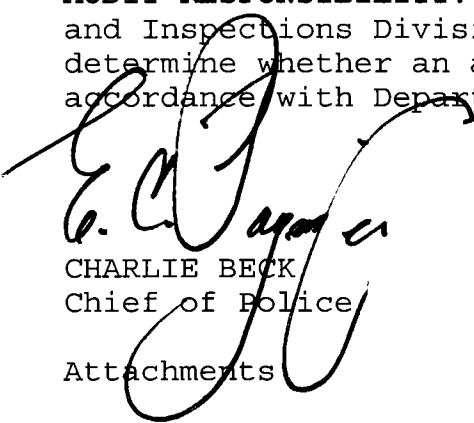
III. **GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY REPORT FIELD NOTEBOOK DIVIDER, FORM 18.49.01 - ACTIVATED.** The Gang Enforcement Detail - Supervisor's Daily Report Field Notebook Divider will assist supervisors in accurately completing the revised GED-SDR. This notebook divider is not intended to be an attachment to Department reports.

FORM AVAILABILITY: The Gang Enforcement Detail - Supervisor's Daily Report and the Gang Enforcement Detail - Supervisor's Daily Report Field Notebook Divider are available in E-Forms on the Department's Local Area Network (LAN). Copies of these forms are attached to this Order for immediate use and duplication. All other versions shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENTS: The "Form Use Link" applicable to the Gang Enforcement Detail - Supervisor's Daily Report and the Gang Enforcement Detail - Supervisor's Daily Report Field Notebook Divider is accessible in Volume V of the Department Manual.

MONITORING RESPONSIBILITY: The Chief of Detectives, Detective Bureau, shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

Los Angeles Police Department
GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY REPORT

SUPERVISOR REPORTING (LAST NAME, FIRST)			SERIAL NO.	DIVISION	
DATE	DAY OF WEEK	ACTUAL FIELD TIME *	START OF WATCH	END OF WATCH	SUPERVISOR'S ASSIGNMENT
<p>*ACTUAL FIELD TIME is defined as the total time spent in the field: a) when the supervisor's unit status shows clear; b) monitoring and/or responding to GED or CLEAR operations; or, c) performing proactive supervisory duties.</p> <p>1. Name/Rank/Serial No. of watch commander provided with a copy of Gang Enforcement Detail's Daily Work Sheet: _____</p> <p>2. Name/Rank/Serial No. of watch commander briefed on planned Gang Enforcement Detail's activities: _____</p> <p>a. What are the unit's mission/activities and/or problem-solving strategies for the day?</p> <p>b. What were the results?</p> <p>3. Were all Gang Enforcement Detail officers in Class A or Class C uniforms? YES <input type="checkbox"/> NO <input type="checkbox"/> Explain exceptions. Include Name/Rank/Serial No. of approving staff/command officer. _____ <div style="text-align: right;">Signature of Approving Staff/Command Officer (to be obtained as soon as practicable)</div></p> <p>4. Were all Gang Enforcement Detail units deployed in black and white police vehicles? YES <input type="checkbox"/> NO <input type="checkbox"/> Explain exceptions. Include Name/Rank/Serial No. of approving staff/command officer. _____ <div style="text-align: right;">Signature of Approving Staff/Command Officer (to be obtained as soon as practicable)</div></p> <p>5. Did Gang Enforcement Detail attend a scheduled patrol roll call? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, Name/Rank/Serial No. of watch commander in attendance at Gang Enforcement Detail roll call: _____</p> <p>6. Watch commander notified of Gang Enforcement Detail's end of watch:</p> <div style="display: flex; justify-content: space-between;"><div>_____ Signature of Watch Commander</div><div>_____ Serial No.</div><div>_____ Date</div></div> <div style="display: flex; justify-content: space-between;"><div>COMPLETE NARRATIVE ON PAGE 2.</div><div>_____ Signature of Reporting Supervisor</div><div>_____ Serial No.</div><div>_____ Date</div></div> <div style="display: flex; justify-content: space-between;"><div>_____ Signature of Officer in Charge</div><div>_____ Serial No.</div><div>_____ Date</div><div>_____ Signature of Commanding Officer</div><div>_____ Serial No.</div><div>_____ Date</div></div>					

Los Angeles Police Department
GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY REPORT

SUPERVISOR REPORTING (LAST NAME, FIRST)

SERIAL NO.

DATE

NARRATIVE: Include any incidents involving uses of force, officer-involved shootings, search warrants, pursuits, and injuries. Entries should also include type of report(s) taken, Division of Records Number (DR), booking number(s), if available. Entries may be brief and do not require a complete restatement of the facts. Additionally, reference any administrative tasks assigned, non gang-related assignments performed, unusual incidents and specific supervisory oversight provided in the field. Identify which Gang Enforcement Detail activities and/or problem-solving strategies were coordinated with other Area supervisors.

GANG ENFORCEMENT DETAIL - SUPERVISOR'S DAILY REPORT, FORM 15.49.00

GENERAL RULES

The Gang Enforcement Detail - Supervisor's Daily Report (GED-SDR), Form 15.49.00, is used to capture oversight activities completed by a GED supervisor on a daily basis.

SPECIFIC ENTRIES

Boxes

- A. **SUPERVISOR REPORTING:** The last name and the first name of the supervisor completing the report.
- B. **SERIAL NO.:** The serial number of the supervisor completing the report.
- C. **DIVISION:** The divisional Area of the watch assignment.
- D. **DATE:** The date for which you will be credited for having worked.
- E. **DAY OF WEEK:** The day of the week that corresponds to the date.
- F. **ACTUAL FIELD TIME:** The actual field time that is documented in the box shall be supported by entries in the "Narrative" section of the report. The entries shall include the start and stop times of events and accurately reflect the overall time spent in the field monitoring/responding to GED or Community Law Enforcement and Recovery Program operations. Supervisors shall continue to report information on specific incidents of importance (tactical/training matters, personnel issues, use of force incidents, pursuits, gang unit performance, etc.) in the narrative section of Page 2.
- G. **START OF WATCH:** The actual time that the supervisor's watch begins.
- H. **END OF WATCH:** The actual time that the supervisor's watch ends.
- I. **SUPERVISOR'S ASSIGNMENT:** Use complete unit designation number (e.g., 17G40, 10G180, etc.).
- J. **SIGNATURE OF REPORTING SUPERVISOR:** Signature of the supervisor completing the report.
- K. **SIGNATURE OF OFFICER IN CHARGE:** Signature of the Gang Impact Team Officer in Charge.
- L. **SIGNATURE OF COMMANDING OFFICER:** Signature of the commanding officer of the Area of the watch assignment.

Numbered Entries

- 1. **NAME/RANK/SERIAL NO. OF WATCH COMMANDER PROVIDED WITH A COPY OF GED'S DAILY WORK SHEET:** The watch commander who was provided with a copy of the Daily Work Sheet, Form 15.26.00, for that Area's GED.
- 2. **NAME/RANK/SERIAL NO. OF WATCH COMMANDER BRIEFED ON PLANNED GED ACTIVITIES:** The watch commander who was briefed on the GED's planned activities for the day.
 - A. **WHAT ARE THE UNIT'S MISSION/ACTIVITIES AND/OR PROBLEM-SOLVING STRATEGIES FOR THE DAY?** Search warrant service, directed patrol, etc.
 - B. **WHAT WERE THE RESULTS?** Arrests, citations, field interviews, etc.
- 3. **WERE ALL GED OFFICERS IN CLASS A OR CLASS C UNIFORMS?** If "no," explain why and document the name, rank and serial no. of the staff/command officer approving the exception.
- 4. **WERE ALL GED UNITS DEPLOYED IN BLACK AND WHITE POLICE VEHICLES?** If "no," explain why and document the name, rank and serial no. of the staff/command officer approving the exception.
- 5. **DID GED ATTEND A SCHEDULED PATROL ROLL CALL?** If "no," name, rank and serial no. of watch commander in attendance at GED roll call. GED units shall attend patrol roll calls. If unable, the on-duty watch commander shall attend GED's roll call.
- 6. **WATCH COMMANDER NOTIFIED OF GED'S END OF WATCH:** The on-duty watch commander who was notified when the GED goes end of watch shall sign and date the GED-SDR.

NARRATIVE

Located on Page 2 of the report, the narrative shall include a summary of the day's events. Detailed instructions are located at the top of the page.